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**From:** Danforth, Deborah (DPH) <Deborah.Danforth@state.ma.us>  
**Sent:** Monday, January 10, 2011 10:15 AM  
**To:** Hanchett, James (DPH)  
**Subject:** RE: Instrument Repair

Jim,

You would enter an order to the purchasing system just like any other order except you would use Unit Code 5100 and subsidiary would be LL. I entered the order and the PO number is 51001676, you can call the vendor and have the repair done.

Debbie

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**From:** Hanchett, James (DPH) [<mailto:James.Hanchett@state.ma.us>]  
**Sent:** Monday, January 10, 2011 10:00 AM  
**To:** Danforth, Deborah (DPH)  
**Subject:** Instrument Repair

Hi Debbie,

I need a PO for a repair with Agilent Technologies of one of our instruments. How to I go about it? The cost should be \$1192.07.

Thanks,

Jim Hanchett  
Amherst Drug Lab  
Room N251 Morrill I  
637 North Pleasant Street  
Amherst, Ma 01003  
Phone 413-545-2607  
Fax 413-545-2608